



# CITY OF LANSING

## DEPARTMENT OF HUMAN RESOURCES

124 W. Michigan Ave  
8th Floor, City Hall  
Lansing, Michigan 48933

Benefits/Classifications  
Labor Relations/Recruitment  
Safety/Selection/Training  
Worker's Compensation

(517) 483-4004 (Voice/TDD)  
(517) 483-4490 (Jobs Hotline)  
(517) 483-6064 (Fax)  
[www.lansingmi.gov](http://www.lansingmi.gov)

Mayor Virg Bernero

### Background Check Authorization Form

Dear Applicant/Employee:

As part of the selection process for this position, we need you to complete the background and criminal history record check authorization listed below. This information must be returned with your application to the Department of Human Resources 8<sup>th</sup> Floor City Hall, 124 West Michigan Avenue, Lansing, MI 48933. We appreciate your help regarding this matter. Please call us at (517) 483-4004 if you have any questions.

Date: \_\_\_\_\_

I, \_\_\_\_\_, authorize the release of any and all information from any appropriate agency regarding any criminal conviction history to the City of Lansing Department of Human Resources. I understand that my ethnicity, date of birth, gender and my age will not be made a part of my Employment Application and that none of these four (4) items will be considered in the review of my employment.

I acknowledge that the City will complete a full background investigation, including but not limited to a State Police Criminal Conviction Record Check and Secretary of State Record Check.

I further understand that the City of Lansing has the right to either withdraw any conditional offer of employment or terminate employment based upon the results of this investigation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Please Print) First Middle Last Birth Name

Other name(s) you may have worked under or be known by: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security #: \_\_\_\_-\_\_\_\_-\_\_\_\_ Sex \_\_\_\_

Ethnicity \_\_\_\_\_ Driver License #: \_\_\_\_\_ Type of Drivers License \_\_\_\_\_

Driver License Expiration Date \_\_\_\_\_ Do you have a CDL License? \_\_\_\_\_

If so, what type and what endorsements: \_\_\_\_\_

Position applied for? \_\_\_\_\_ Driving required: Yes \_\_\_\_ No \_\_\_\_

#### For office use only:

☐ New Volunteer ☐ New Staff  
☐ Returning Volunteer ☐ Returning Staff  
☐ New Instructor ☐ Returning Instructor  
Submitted by: \_\_\_\_\_